



Idaho Parks & Recreation Volunteer Program

Oregon Trail History & Education Center Position Description

The Idaho Department of Parks & Recreation fosters highly effective volunteer engagement throughout all programs. We strive to attract and involve multiple resources from the community in order to accomplish our mission of enhancing the quality of life for Idahoans.

Job Title: **Interpretive Center Assistant**

Job Summary:

Volunteer greets, sells tickets to the exhibited area, operates cash register, and provides customer service, and orients visitors to exhibits and theater. May also provide assistance with gift shop patrons. This volunteer welcomes all visitors to the Center and gives a brief orientation of the facility and answers questions about the park and local amenities. Although not necessary, knowledge of Oregon Trail history is helpful.

Work Schedule

Visitor Center Hosts will work a minimum of 4 days a month (which could include weekends and holidays) for a minimum of 3 months performing a variety of visitor and customer service related duties. The Park Volunteer Coordinator and the volunteer together determine the actual work schedule.

Benefits to volunteer:

- One free night of camping with every 24 hours of volunteer service.
- Will learn about the local historical significance and/or natural history of the park
- Will become familiar with the local community and the characteristics that make it noteworthy
- Worker's compensation, automobile liability insurance when using state vehicles, and tort claims insurance while on the job
- Complete orientation and job training
- Continual evaluation and feedback on job performance
- Uniform provided

Job Duties: (percentage of time at each task will vary with each park and time of year)

Visitor Center Desk

- ☐ Greet the public and answer questions
- ☐ Provide park and local tourist information
- ☐ Answer phone and 2-way park radio
- ☐ Record daily visitation
- ☐ Assist with the opening and closing procedures of the facility
- ☐ Assist with open and close of cash register, i.e. count money, record sales
- ☐ Assist with the park's lost and found system
- ☐ Assist scheduling/accommodating groups that reserve the Center's multi-purpose room
- ☐ Other, specify:

Cleaning/Maintenance

- ☐ Vacuum carpets in Visitor Center public areas and offices
- ☐ Basic cleaning windows, ledges, sills, collect and empty trash etc..
- ☐ Other, specify:

Special Projects:
(as needed)

— Assist with special projects related to Visitor Center and park operations. These projects can be structured to the volunteer's interests and talents.

To Apply:

Obtain an application form by contacting: _____ or _____

Idaho Dept. of Parks & Recreation

ATTN: Volunteer Services Coordinator

P.O. Box 83720

Boise, ID 83720-0065

(208) 334-4180 x 242

khampton@idpr.state.id.us

Apply directly to:

Three Island Crossing State Park

ATTN: Gregg Smith

P.O. Box 609

Glenns Ferry, ID 83623

(208) 366-7121

GSmith@idpr.state.id.us